

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-050 **Issue Date:** 05-16-12 **Closing Date:** 05-30-12

Supervisory Probation Officer
Probation Services
Department of Justice Services
Hourly Wage: DOQ/Full-Time/Regular

This position serves as a Probation Officer for the Yakama Nation Tribal Courts. The duties include, but are not limited to: providing oversight and leadership to Probation Office staff ensuring adherence to the YN Personnel Policy Manual and the to the Program's Mission, Goals, and Objectives; supervising adult and juvenile offenders placed on probation by the courts; engaging and monitoring clients' progress and compliance with court orders and takes appropriate action; provide input and direction into case management and offender supervision strategies with Probation staff; coordinates and /or liaisons with other YN Programs and community agencies; researches, develops, and implements an evidence/solution-based practice model within the Probation Program; work with juvenile Court staff in developing and implementing an effective Diversion Program for juveniles.

Knowledge, Skills and Abilities:

- Knowledge and background of effective probation work, the court system, and a good understanding of human behavior, substance abuse, and mental health issues.
- Knowledge and ability to apply Yakama cultures, and traditions when appropriate.
- Knowledge of the Revised Yakama Code (RYC) and experience and /or understanding of the court and criminal justice system.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, and Access.
- Ability to effectively engage adult and juvenile offenders to develop rapport in the interest of increasing successful rehabilitation-compliance and to reduce recidivism.
- Ability to demonstrate effective listening skills and the ability to maintain composure in stressful-hostile situations.
- Ability and experience supervising others, demonstrate emotional maturity, and use good judgment-perception, applying effective management and supervisory principles and practices.
- Ability to demonstrate self-motivation with the ability to work independently with little or no supervision.
- Ability to demonstrate good written and oral communication skills with offenders, staff, court officials, and the public.
- Ability to demonstrate organizational skills, with the ability to maintain records and client files.
- Ability to manage multiple complex projects and tasks with competing deadlines.

General Recruiting Indicators:

- Bachelors of Arts Degree in Counseling, Criminal Justice, Social Work, or relative field is required AND 3 years of related professional work experience preferred.
- Or,
- A combination of higher education (GED or High School Diploma is minimally required) and Professional work experience totaling 10 years in social work or criminal justice field which may include case management, probation, or law enforcement.
- Required to pass pre-employment drug & alcohol test.

Special Requirements:

- Required to pass a criminal background check. Must not have any felony convictions. Must not have any misdemeanor convictions one year prior to hire.
- Must possess a Probation Officer Academy Certificate, or successfully complete Probation Officer's Academy within one year of employment.
- Must maintain good attendance, and upon request, provide a statement from previous employer(s).
- Must possess and maintain a valid WA State Driver's License and bin insurable through the YN Tribal Insurance.
- Must be 21 years of age and of good moral character.
- Must maintain and uphold professional and ethical standards, which includes (but not limited to) confidentiality.